

**POLICY: 6Hx28:3B-03**



Responsible Official:  
Vice President, Organizational Development  
and Human Resources

Specific Authority: 1001.64, F.S.  
Law Implemented: 1001.64, F.S.

Effective Date: 05-28-2014

---

## **Recruitment and Selection of Employees**

---

### **Policy Statement:**

Valencia College seeks to attract the best-qualified candidates who support the mission of the college, who bring the necessary skills, abilities, and qualifications to bear on the position, and who respect and promote excellence through diversity. The College is committed to equal opportunity and nondiscrimination towards applicants and follows recruitment and selection practices that comply with all applicable employment laws. To this end, the College recruits, hires, trains, and promotes individuals without regard to race, ethnicity, color, national origin, age, religion, disability, genetic information, marital status, gender, sexual orientation, and any other factor protected under applicable federal, state, and local civil rights laws, rules, and regulations. The College shall welcome and encourage applications from a diverse population and hire the most suitable individual for a position based on position requirements, preferred qualifications, and needs of the College.

- I. The College may use various strategies as it deems appropriate in order to actively and successfully recruit and select candidates for employment at the college.

---

### **Procedures:**

- I. Recruitment:
  - A. Personnel requisitions must be completed in order to fill Valencia College positions. Requisitions must be initiated by the hiring manager and requires approval from the appropriate vice president (or his/her designee) before it is processed by Human Resources.
  - B. Positions may be designated for internal-only recruitment and be open only to active Valencia College employees. The decision to recruit internally is made by

the hiring manager, department vice president, and human resources. For more information, see “Promotions and Lateral Transfers” below.

- C. Positions are advertised internally via employee communications tools and/or externally based upon need and budget requirements. Human Resources is responsible for placing all recruitment advertising.

## II. Interview and selection process:

- A. A hiring committee (selected by the hiring manager with support from Human Resources) will be engaged to select, interview, and recommend candidates for all regular, full-time positions. The hiring manager is responsible for assembling a diverse committee and for the conduct of timely and effective interviews of qualified candidates.
- B. Every member of the hiring committee must successfully complete the required training provided by Human Resources before screening applications. The hiring manager, or designee, may serve as the hiring committee chair.
- C. The hiring committee chair is responsible for working with the hiring committee to review the job description, determine the screening criteria for use in reviewing applications, and in determining appropriate interview questions and plans. The hiring committee chair, with support from Human Resources, may employ the use of a writing sample, teaching demonstration, or other work-related activity as appropriate for the recruited position as part of the interview process. All screening criteria, interview questions, and other related activities must be approved by Human Resources.
- D. In some cases, a second or third interview may be appropriate. In such cases, the hiring committee chair will forward the names of selected candidate(s) to the hiring manager for further consideration.
- E. Hiring managers must notify Human Resources of all actions taken during the interview and selection process via the applicant tracking system. Human Resources will notify applicants who are not selected about the closing of positions. Hiring managers may work with Human Resources to notify internal applicants not selected via more personal means (face-to-face or phone conversation).

## III. Hiring process:

- A. Once a decision has been made regarding interest in hiring an applicant, Human Resources will contact the final candidate to arrange pre-employment screenings. An official offer of employment will be made by Human Resources upon satisfactory completion of reference checks (to be completed by the hiring manager and results reported to Human Resources) and required pre-employment screening (see policy 6Hx28:3B-03).

B. Human Resources is responsible for making all official employment offers.

IV. Promotions and lateral transfers:

- A. Valencia College offers employees promotions to higher-level positions or offers a lateral transfer to a position in the same classification when appropriate. The College prefers to promote from within for many positions and may first consider current employees with the necessary qualifications and skills to fill vacancies above the entry level, unless outside recruitment is considered to be in the College's best interest.
- B. All employees are encouraged to seek advancement opportunities and to obtain career guidance from their supervisors and the Human Resources department.
- C. Employee eligibility for a lateral transfer or promotion will be determined by the requirements of the new job. In addition, to be considered, employees must have held their current position for at least 12 months, have a satisfactory performance record, and have no disciplinary actions during the same period. Human Resources, in consultation with the appropriate vice president, retains the discretion to make exceptions to this procedure.
- D. Job openings for which candidates are being solicited from within the college will be posted on the employment website and announced in the weekly employee e-newsletter. When job openings are posted, interested employees must complete an online employment application and supply a cover letter and resume as requested by the date specified in the posting.
- E. Employee candidates for lateral transfer or promotion will be screened and selected via regular hiring processes. In addition, the hiring manager may review attendance and work records, performance appraisals, and job-related qualifications. An internal transfer or promotion employment offer is contingent upon a successful background check and drug screen.

V. Appointments

- A. Occasionally, it may be in the best interest of the College to directly appointment an individual to a position. The College prefers to promote from within for many positions and may consider current employees who have the desired knowledge, skills, abilities, and experience for appointment without an internal-only or full recruitment and selection process. The decision to make an appointment may be made by the College president (in consultation with Human Resources and the appropriate vice president).
- B. Employee eligibility for appointment will be determined by the requirements of the new job. In addition, to be considered, employees must have held their current position for at least 12 months, have a satisfactory performance record, and have

no disciplinary actions during the same period. Human Resources, in consultation with the appropriate vice president, retains the discretion to make exceptions to this procedure.

- C. An employment offer made by appointment is contingent upon a successful background check and drug screen.

VI. Faculty-Requested Transfers:

- A. A full-time (tenured, tenure-track, and annual contract) faculty member may request a lateral transfer on professional or academic grounds to another campus to fill an existing vacancy in the receiving division. Transfers are considered in light of existing student demand, program needs and respective campus needs.
- B. The faculty member seeking transfer shall provide written notification of the request to transfer to his/her current dean and campus/vice president or submit the transfer request to the Campus Director of Human Resources. Faculty transfer requests received by the Campus Director of Human Resources will be forwarded to the current dean and campus president normally within three (3) business days. Requests to transfer should be received by the last day of February, though extensions may be granted for special circumstances.
- C. The current dean and campus/vice president shall meet with the faculty member seeking transfer to determine the feasibility and reasonableness of the transfer request. The current dean and campus president will render approval or disapproval of the request to be reviewed by the prospective receiving campus.
- D. If the transfer request is approved by the current dean and campus/vice president for further review, the faculty member seeking transfer shall submit a letter of request and curriculum vitae to the prospective receiving dean and campus president outlining the reason(s) for the request, professional teaching experience, and projected contributions to the receiving division including area(s) of teaching expertise, service to the College, and professional development interests.
- E. The prospective receiving dean and campus/vice president shall meet with the faculty member seeking transfer, review performance artifacts, gather relevant feedback from the campus community, and render final approval or disapproval of the transfer. The transferring faculty member may withdraw their request after meeting with the prospective receiving dean and campus president.
- F. The faculty member seeking transfer shall relocate to the receiving campus at the beginning of the semester mutually agreed upon by the sending and receiving academic divisions.
- G. Human Resources shall document the appropriate action in the personnel system and reassign the position vacancy to the sending campus.

---

**Policy****History:**

Adopted 1-19-83; Amended 11-18-92; Formerly 6Hx28:07-03; Amended and Renumbered 5-28-2014; Formerly 6Hx28:3B-04.1 and 6Hx28:3B-04.2

---

**Related****Documents/Policies:**

None

---

**Procedure****History:**

Adopted 1-19-83; Amended 11-18-92; Formerly 6Hx28:07-03; Amended and Renumbered 5-28-2014; Formerly 6Hx28:3B-04.1 and 6Hx28:3B-04.2